

MINUTES OF THE
AD HOC COMMITTEE TO SELECT DIRECTOR OF
HUMAN RESOURCES DEPARTMENT

FRIDAY, AUGUST 31, 2007

At a meeting of the **Ad Hoc Committee to Select Director of Human Resources Department**, held Friday, August 31, 2007, in the Board Library, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Lund-Chair, J. Flynn, Slinde and Tocco.

Absent and excused was Vosburg.*

There being a quorum of the committee present, Chair Lund called the meeting to order at 9:10 a.m.

*Commissioner Vosburg was available via conference call.

AGENDA

Chair Lund requested the addition of discussion of interview schedule and questions for panel members.

MOTION

A motion was made by J. Flynn, supported by Tocco, to adopt the agenda, as amended. **The Motion Carried.**

MINUTES

A motion was made by J. Flynn, supported by Slinde, to approve the May 24 and June 6, 2007 minutes of this committee, as written. **The Motion Carried.**

INTERVIEW SCHEDULE

Chair Lund indicated that Ms. Semlow and Ms. Weber will be present to discuss the interview schedule for September 20th, but will leave when committee reviews the resumes.

It was decided that a tour of several County facilities will be held the day before the interviews followed by a reception to meet the candidates and that will be handled by Ms. Semlow and Ms. Weber.

Ms. Weber asked if the job posting should remain on the County's website and it was decided that it should remain until an individual is hired and accepts the position.

REVIEW RESUMES/SELECT CANDIDATE FOR INTERVIEWS

Committee was provided resumes, interview questions, evaluation form and database of candidates. Ms. Goodheart (via conference call) stated that a total of 43 resumes were received and the candidates were placed into four groups. She provided an explanation of the criteria used and reviewed the candidates in Groups I and II.

MOTION

A motion was made by Tocco, supported by Slinde, to interview the following individuals: James Delaney, Maureen Henson, Eric Herppich, F. Jack Witt and Mark Dukes, with Steven Aynes and Allan Kachel as potential backups. **The Motion Carried.**

INTERVIEW PANEL AND QUESTIONS

It was decided that the department heads to be included on the interview panel to ask questions and provide input would be George Brumbaugh, Director of Corporation Counsel, John Anderson, Director of Risk Management and Safety Department and Tom Kalkofen, Director/Health Officer, Health Department.

MOTION

A motion was made by Slinde, supported by J. Flynn, to approve adding George Brumbaugh, John Anderson and Tom Kalkofen to the interview panel. **The Motion Carried.**

It was decided that Commissioners must be present for all interviews in order to vote for a candidate and that the interviews will begin at 9:30 a.m. on September 20th.

Committee reviewed the proposed questions provided by Ms. Goodheart and made some changes.

ADJOURNMENT

MOTION

A motion was made by Slinde, supported by Tocco, to adjourn the meeting at 10:10 a.m. **The Motion Carried.**